

**MINUTES OF THE MILLVILLE
PARK & RECREATION COMMITTEE MEETING
May 18, 2017 @ 1:00 p.m.**

In attendance were Chairman Steve Maneri; Committee Member Valerie Faden; Town Manager/Secretary Debbie Botchie; Town Code & Building Official Eric Evans; Committee Members Peter Michel; Committee Member Paul DuCott; Committee Member Pat Plocek; and AECOM Representative Kyle Gulbranson.

1. CALL MEETING TO ORDER

Deputy Mayor Steve Maneri called the meeting to order at 1 p.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. ROLL CALL

All members were present except Committee Member Valerie Faden who is running late. Mr. Maneri stated the ditch update was being moved to item seven (7), and the review of the site plan would be moved up to item five (5), and the review of floor plans will go up to item six (6) because Town Code & Building Official Eric Evans has an appointment at 2 p.m., and the Committee would like to address these topics before he leaves.

4. ADOPTION OF PARK & RECREATION COMMITTEE MINUTES

A. Minutes – April 25, 2017

Committee Member Peter Michel motioned to accept the April 25, 2017, Town Parks & Recreation meeting minutes. Committee Member Pat Plocek seconded the motion. Motion carried 6-0.

5. REVIEW THE ENTIRE SITE PLAN DRAFTED BY AECOM – Chairman Steve Maneri

Mr. Evans stated what the committee has in their possession has a lot of comments on it, and Mr. Evans sat down and met with GameTime, reviewing some things. Mr. Evans stated the Town initially planned on having the walking trail wide enough so a vehicle could drive on some of it, but the plan was to make the trail twelve (12) feet wide, which Mr. Evans wasn't sure why, so the trail was narrowed to eight (8) feet wide to help cut costs. Mr. Evans stated around the playground was supposed to be all blacktop but is being changed to concrete because there is no way the Town will be able to get the flow of water with blacktop, and blacktop will get way too hot for the kids' skin. Mr. Evans stated the ground was changed to concrete with a one percent (1%) flow of water the way the Town wants it to flow. Committee Member Valerie Faden entered the meeting. Mr. Evans further stated the path around the playground will be reduced to six (6) feet, and moving the park benches to the outer side of the perimeter so people's feet don't go into the playground. Mr. Evans stated there haven't been any drastic changes to the site plan but just made some modifications to the plan

to decrease the costs of the overall construction and to improve the overall path, reducing from three (3) inches of blacktop to two (2) inches. Committee Member Pat Plocek stated the Town might want to put in a concrete curb as a roll-off – a flat piece of concrete so one can come off the asphalt and onto the concrete because, otherwise, this will be a spot the Town is constantly repairing. Mr. Evans stated the Town should probably put in a catch basin in the middle. Mr. Plocek stated the catch basin should go in with the gravel. AECOM Representative Kyle Gulbranson stated the Town should just have the two (2) drains connect to the catch basin.

Mr. Plocek asked what makes up the pathways. Mr. Evans stated it is concrete because the parking spaces are ADA compliant due to the handicapped spaces on both sides of the walkway. Mr. Plocek asked if there is a sidewalk out front of the park. Mr. Evans stated yes, DelDOT requires a sidewalk there. Mr. Gulbranson stated he did get DelDOT's comments back yesterday and all of the comments are relatively minor. Mr. Plocek asked, regarding the shell parking lot, what it will fully consist of. Mr. Gulbranson stated there will be a stone base underneath, with the crushed clamshell on top. Mr. Plocek stated the Town should use the very fine crushed clamshell as it would be easier to paint parking space lines on it as well as it would be easier for people to walk on. Ms. Faden asked if there is a big cost difference between the fine crushed and the regular crushed. Mr. Plocek stated there shouldn't be that much of a cost difference. Mr. Gulbranson stated the Town is having a hard time finding the clamshell as it is. Ms. Faden asked Mr. Plocek if he has any referrals to where the Town could buy the fine crushed clamshell. Mr. Plocek stated if the Town is having a hard time finding the clamshell, it might want to go with a stone dust as it satisfies the same environmental effect. Mr. Gulbranson stated, from the Conservation District's perspective, even with the clamshell, the lot is considered a paved parking lot because it is still ninety-seven percent (97%) impervious. Ms. Faden asked when Mr. Gulbranson looks at green infrastructure, what are some of the alternatives for the surface. Mr. Gulbranson stated it would basically be either the clamshell or the stone dust. Mr. Evans stated there is pervious concrete but it gets real expensive. Mr. Maneri stated he's not really worried about the markings for the parking lot and if the Town has to, it can get bumpers to show where the parking spot is located.

Ms. Faden asked what the status is with DelDOT and their conditions. Mr. Gulbranson stated there were three (3) substantial comments; two (2) of the comments dealt with the location of the community building – it being a bit closer to the road than DelDOT would like – and the one (1) was to work with the people who are annexing into the Town regarding potential connectivity with a pathway. Mr. Maneri stated the Town has no problem with connecting. Mr. Evans stated the Town has the schematic meeting on that next week. Ms. Faden asked if anything would disrupt the trees the Town plans on planting through the tree grant. Ms. Botchie stated no, this won't get in the way of the tree plantings.

Mr. Maneri stated he was contacted by a gentleman from the pickleball association (Vaughn Baker) who wants to help out with the planning and designing of the pickleball courts. Mr. Maneri stated pickleball is a big sport around here and the courts would get used a lot in the park. Mr. Maneri stated Mr. Baker expressed a keen interest

in the availability of lights so people can play at night, and there can be a rental system so that people pay with change or cash and it will keep the lights on, but when the timer runs out, the lights go off. Mr. Plocek stated Musco is good with athletic lighting systems.

6. REVIEW AND DISCUSS PRELIMINARY FLOOR PLANS FOR MAINTENANCE BUILDING AND COMMUNITY CENTER – Chairman Steve Maneri

Mr. Maneri stated everyone should have a floor plan for the recreational building. Mr. Plocek stated his recommendation to have the restrooms so they have access from the outside and inside so, when the building is locked, people can still access it from the outside. Mr. Evans stated there is a maintenance building which will have outside bathroom access for that purpose. Mr. Maneri asked whether the committee would like to have a slab on grade or have a crawl space. Ms. Faden asked for the pros and cons of each. Mr. Maneri stated the only cons he sees with a crawl space are the handicap ramps will have to be higher as well as the steps, but the pros are there will be an area underneath for storage or so if the Town wanted to throw another plug receptacle in the building, there will be space to go underneath and do so. Mr. Maneri stated the con of a slab is if something bad happens underneath, the Town would have to jack up the floor. Mr. Evans stated the land at the park is pretty good so if the Town wanted to do slab on grade, the Town would have the building come another eight (8) inches out of the ground and go down two-and-a-half (2 ½) feet to have a crawl space. Mr. Evans stated the footer has to be two (2) feet down anyhow, to the top of the footer. Ms. Faden asked if there is some kind of cost differential depending on which way you go. Mr. Maneri stated he is not sure of the cost differential but is sure there is one. Mr. Evans stated whether you do a slab on grade or a crawl space, you will still need to have a footer and a block come up to the floor level; and once you get to there, then it's the price of the concrete to float it over that way or to buy the lumber to go between the two. Ms. Botchie stated even if it costs more to have a crawl space, it may save money later down the road if a leak or anything were to occur. Committee Member Paul DuCott stated he thinks a crawl space should be put in.

Mr. Evans stated he thinks the small storage area for tables and chairs was enough to fill up the room but still have some substantial space. Mr. Evans stated he was looking at the floor plan and there is fourteen (14) feet wide, which Mr. Evans thinks will be two (2) rows of ten (10), which is about twenty (20) tables as well as sixty (60) chairs on racks. Mr. Evans stated he doesn't think it's too small but wants to make sure when the Town goes to plan that somebody makes sure how many tables and chairs the Town wants for the gathering hall. Ms. Botchie asked if the Town should wait first to see what the Fire Marshal is going to say about occupancy. Mr. Evans stated fifteen (15) square feet per person if you have a table. Ms. Faden asked if Mr. Evans gave the number of occupancy at last week's meeting as one-hundred-thirty-three (133). Mr. Evans stated it really depends on how the final design of the building ends up, but it matters how many the Town wants to table and chair. Mr. Maneri stated George, Miles & Buhr (GMB) will be the Town's engineer, designing the building for the Town, so the Town has to come up with a floor plan – and if GMB catches something the Town

doesn't, the Town will hear GMB out. Mr. Maneri stated the Town will let GMB know it wants a crawl space for this building, and Mr. Evans informed Mr. Maneri of having more storage space in the attic upstairs. Mr. Maneri stated he would also like to see the heating ducts on the floor, at the bottom, rather than the ceiling, coming from the top, because heat rises and it's more efficient. Ms. Faden asked if anyone has looked into green products for use in the building. Mr. Maneri stated no one has looked yet. Ms. Faden stated she would like to ensure that GMB looks into those things to make sure they may be of use in this building. Ms. Botchie stated GMB's Morgan Helfrich is LEED certified so she can look into those types of products.

Ms. Botchie asked Mr. Maneri if he would like to bring in GMB at the next meeting. Mr. Maneri stated yes, if GMB is ready to give the Town a design on this building. Mr. Plocek asked if there is a specific reason why the Town has an eleven (11)-foot hallway. Mr. Evans stated no, this is just a draft. Mr. Plocek stated if the Town is looking for more room for storage, shrink down the foyer. Mr. Maneri stated the Town is not looking for a commercial kitchen, just a regular kitchen. Ms. Faden stated she thinks that's fine but her one recommendation would be to put in more than one (1) oven because it would be helpful if there were more than one hundred (100) people at an event. Mr. Evans stated his recommendation to put the stairs to the attic in an office so there is access to personnel only. Mr. Gulbranson asked about the pitch of the roof. Ms. Faden stated she thinks what Mr. Evans had on the plan was already OK. Mr. Evans stated GMB will have their recommendation for a pitch. Ms. Faden stated she just looked at her notes regarding her meeting with the solar company, and they were looking at either a 6/12 or 7/12 pitch, either of which should be fine. Mr. Evans stated the utility closet can come down a little bit smaller. Mr. Plocek asked where the maintenance building was located. Ms. Botchie stated the maintenance building with outside bathroom access is closer to the children's playgrounds so there is a closer distance for kids to walk to use the bathroom, and so the adults watching the children can see them if the adult needs to stay near the playground. Ms. Faden asked if the parents' sitting area is where the Town is considering adding a pergola. Mr. Maneri stated yes. Ms. Botchie stated she is looking into some décor to increase upon the nautical theme of the park.

Mr. Maneri stated, regarding the bathroom with outside access, the Town will most likely use the longer wall urinals for the mens' bathroom. Mr. Plocek stated his suggestion to get rid of the vanity. Mr. Maneri agreed. Mr. Evans stated the garage will be around eighteen (18) feet, and the bathrooms will each be around nine (9) feet; in the ladies room, there will be one (1) handicapped stall plus two (2) or three (3) stalls, two (2) sinks and a baby diaper changer. Mr. Evans stated in the mens room, there will be a handicapped stall, one (1) other stall, urinals, two (2) sinks, and a baby diaper changer. Mr. Evans further stated each restroom will have the stainless steel mirrors so no one can simply take them off. Ms. Faden asked if there was any thought as to whether paper towels would be used or dryers. Mr. Maneri stated he thinks the Town will use hand dryers. Mr. Plocek stated the Town might want to keep in mind the potty parity laws, saying if you have three (3) fixtures on the mens' side, there needs to be three (3) fixtures on the womens' side. Mr. Evans stated he thinks if the building is thirty (30) feet deep, whenever you look at handicapped stalls, there's five

(5) feet square, so you can maybe get four (4) or five (5) stalls in the womens bathroom. Ms. Botchie asked if that many is needed. Mr. Maneri stated if there are events in the park, there will be a lot of people. Mr. Gulbranson stated you may not want to plan for the worst in this case because how often will the Town have huge events there. Ms. Faden stated the Town can always bring in port-a-potties when there is the need for them, specifically with a huge attendance event. Ms. Faden stated she votes yes for the diaper changing stations. Mr. Maneri asked how many sinks should be in each restroom. Mr. Plocek stated the health department will dictate the number. Ms. Faden stated she recommends putting hooks up around the sinks in the womens' rooms, if there won't be any vanities, so women will have a place to hang their purses/handbags. Mr. Maneri stated an AED heartstart device will be in the main community building but not in the maintenance building. Mr. Evans stated he would like to see drains in the outside access bathrooms so it will be easier to clean.

7. UPDATE ON DITCH CLEAN-UP – Chairman Steve Maneri

Mr. Evans stated he needed to leave due to inspections and left the meeting. Ms. Botchie asked if she could put the solar presentation on next week's Parks & Recreation meeting. Ms. Faden stated yes, and Ms. Botchie can also put the park survey results on next week's agenda as well. Mr. Maneri stated there is one big pile to pick up, as well as, thanks to Mr. Michel, who cut up the wood for the Town. Mr. Maneri stated the ditch is completely done, and the spoils have been rigged out. Mr. Maneri further stated the Town may just ride around with buckets and if there are any loose things, the person or people can throw it away. Mr. Maneri asked if the right-of-way was changed because the Town had cleaned the ditch. Mr. Gulbranson stated it's in the process of changing. Ms. Botchie stated she would like to use some of the extra space for a community garden, which was on the Town's original plans.

Ms. Botchie stated, at the time of posting the agenda for this meeting, she didn't have the information for applying to the State's park grant, but, since that time, Ms. Botchie got the information and it has been sent off. Ms. Botchie stated she has talked with Bob Ehemann, who's in charge of it, and Ms. Botchie showed the committee what was sent. Ms. Botchie stated there is the actual cost listed of the fitness equipment and the surfacing, and she got a quote from Atlantic Building Associates as far as the cost of the trail. Ms. Botchie stated she doesn't know if Atlantic will do it because the job needs to be bidden out, but, for the purpose of get the application package in, Ms. Botchie needed the figures. Ms. Botchie stated Mr. Maneri mentioned the lights, which the Town can add, but since Ms. Botchie could not get an estimate on the lights, she received approval from Mr. Ehemann to throw an estimate in, which Ms. Botchie did. Ms. Botchie stated the total cost came to one-hundred-eighty-two-thousand-seven-hundred-thirty-four dollars (\$182,734.00), and the Town is asking for fifty percent (50%) of that amount, which is ninety-one-thousand dollars (\$91,000.00). Ms. Botchie stated there still needs to be a final application, if the Town is chosen for it, and the Town will know the decision sometime in the fall.

Ms. Faden stated there are a couple of different ways to get the funds for solar, one place funding the entire installation, of up to forty-thousand dollars (\$40,000.00), as

well as getting money from the net metering perspective how much the Town generates versus how much the Town uses it. Ms. Faden stated there is also the option of tying the solar into the entire Town building so if the Town overgenerates, the Town can offset some energy here. Ms. Faden stated the original estimates were around thirty-six-thousand dollars (\$36,000.00) to forty-thousand dollars (\$40,000.00) when she spoke to the solar companies about the park, so she thinks the Town can offset the entire cost of this system through a grant if the Town is successful. Ms. Faden stated she thinks there's a grant for submittal in the October timeframe. Ms. Faden further stated she will gather the information on grants and present it at the next Parks & Recreation meeting.

8. ANNOUNCEMENT OF NEXT MEETING

The next Parks & Recreation meeting will be on Thursday, May 25, 2017, at 1 p.m.

9. ADJOURNMENT

Mr. Plocek motioned to adjourn at 2:17 p.m. Mr. DuCott seconded the motion. Motion carried 6-0.

Respectfully submitted,
Matt Amerling, Town Clerk